

Baker's Management has been providing specialized accounting and tax preparation services to the local area since 1974. Our personalized approach in working with individuals and small to medium-sized businesses has set us apart in our field. From our broad range of services, to our licensed, professional accountants and friendly, competent staff - you can feel confident that you are working with the best!

We welcome you to join our growing family of satisfied clients, so we can help you and your business continue on the path to financial security and plan for tomorrow's success!



**GLEN D. PEPPER**

- Enrolled Agent
- A.B.A.
- A.T.P.



**BRUCE BAKER**

- A.B.A.
- C.P.M.
- C.P.I.M.



**JENNIFER PROCTOR**

- A.B.A.

- ✓ **Accounting Services for All Business Entities**
  - » Sole Proprietorships
  - » Limited Liability Companies
  - » Partnerships
  - » Corporations
- ✓ **Monthly Business Counseling**
  - » Preparation and review/analysis of monthly financial statements
- ✓ **Complete Payroll Services**
- ✓ **Business Startup Services**
  - » Cash Flow Projections
  - » Loan Proposals
- ✓ **Income Tax Preparation**
  - » Business & Individual Returns
  - » Tax Planning & Consulting
- ✓ **Positive Office Solutions**



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**BAKER'S MANAGEMENT SERVICE**

**Specialists with a  
*Personalized* Touch**

Small Business Accounting  
& Income Tax Preparation

Call

**(231) 796.3754**

Or

**(888) 834.1040**

**[www.BakersManagement.com](http://www.BakersManagement.com)**

At Baker's Management Service we've had our thumb on the pulse of this ever-changing marketplace for over 30 years now. That's a lot of trend-tracking, forecasting, financial analysis, book balancing, tax forms and truckloads of empty adding machine rolls under our belts! And in all that time, our core philosophy about our clients has remained steadfast... Business Is Personal.

We believe in getting to know each of our clients personally... understanding their needs and expectations, and supporting their business and personal goals. The better we know you, the more we can help you succeed!

Whether you are in need of complete accounting and payroll services, or simply need to see us once a year to prepare your taxes, we invite you to give us a call or stop by to introduce yourself!



## ABOUT OUR SERVICES

Everyone's needs are different when it comes to managing bookkeeping and staying on top of taxes. That's why we offer several different services which can be used together or on their own! Whether you wish to have more frequent analysis and review of your company's monthly activity with regular sit-down meetings, or you need to have us handle your payroll, or simply help you stay on top of quarterly tax estimates and year-end filings, we will be involved as little or as much as you need to help you feel secure that your company is staying in the best possible financial health and consistently moving toward your goals!

## ACCOUNTING SERVICES

Our accounting services are customized to meet your unique needs! Personalized financial statements are prepared on a monthly basis and then interpreted at a one-on-one sit down meeting at your location or at our office.

During these meetings, we encourage you to ask questions regarding transactions that have occurred within the given month, such as whether to capitalize or expense an item or use the time to plan for an upcoming business expansion. Another benefit of meeting on a monthly basis is tax planning throughout the year. This helps to reduce the "surprise" that many business owners experience come April and also assist in making business decisions such as equipment purchases. Our goal is to assist you as our client in highlighting areas of need and planning for future events.

## PAYROLL SERVICES

As any small business owner knows, a human resource management can take a substantial amount of time. Time that can be spent in activities that produce revenue for the business. At Baker's Management Service, we offer payroll services to help reduce the amount of time spent on human resources administration and help get you back to doing the things that make you money.

**Payroll services fall into two categories:**

Full service payroll is comprised of our office taking over the complete payroll function for a client. The client would track the employees' hours and then report them at the end of the designated pay period. From there we would take over, running the pay checks and all the necessary payroll tax returns.

After-fact payroll is comprised of our office handling the payroll taxes portion only. The client still tracks the employees' hours and runs the payroll checks, but then remits a payroll report to our office on a monthly basis. From there, we run the necessary payroll tax returns.

## INCOME TAX PREPARATION

In business since 1974, and with an Enrolled Agent on staff, Baker's Management has the skill and know-how to prepare any return from a simple individual return to a complex corporate return. We look forward to working one-on-one with people. Getting to know them so we can not only assist them with their current year taxes, but help them tax plan for the future as well. Our office handles tax preparation throughout the year with extended hours during the tax season.



## POSITIVE OFFICE SOLUTIONS

We have all heard the saying, "A picture is worth a thousand words." When was the last time you took a 'picture' of your office? Assessing your current situation is the first step in your journey toward personal and professional prosperity. Gaining a clear picture confirms what you may already suspect and illuminates issues that you are unaware of. This is a powerful starting point.

The most valuable service we can offer is time. We look forward to taking 'pictures' of your office and offering our insight on how to improve efficiency and cash flow. This initial assessment is the starting point for your Positive Office Solution. Ask for the Positive Office Solutions Brochure!

